

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – ADMINISTRATIVE CLERK**

DEFINITION

To perform a variety of general clerical duties; and to process information and data related to assigned school.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned principal.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Perform a variety of duties including typing, filing and copying of documents
- Updates and maintains a variety of lists and source documents such as student grades, textbooks and school rosters.
- Process information related to area of assignment; documents, transactions; paperwork.
- Update and maintain files related to area of assignment including student files.
- Type a variety of memos, documents, and information related to student activities.
- Act as receptionist; answers the telephone and waits on the general public, giving information on policies and procedures as required.
- Maintain a variety of statistical records, including accurate attendance and SARB process.
- Assist in setting up and scheduling meetings.
- Perform record keeping for various funds and expenditures.
- Operate a variety of office equipment including a computer, typewriter, fax and copy machine.
- Distributes mail as necessary
- Perform special projects as assigned.
- Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

Knowledge of:

- Proper English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and use of computer equipment.

Ability to:

- Type and edit a variety of documents
- Perform routine clerical work.
- Handle multiple tasks.
- Operate and maintain (including simple repairs) modern office equipment including a computer, fax and copy machine.
- Learn office methods rules and policies.
- Maintain confidentiality.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Some experience required with office equipment procedures.

Training:

- Equivalent to the completion of the twelfth grade. Completion of basic computer skills course.

Physical Requirements

- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical tasks, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Adopted: April 27, 1989

Rev. Board Approved: October 11, 2001